

POLICE DEPARTMENT

1901 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3672
TELEPHONE: (262) 524-3761 FAX: (262) 524-3914

RUSSELL P. JACK

Chief of Police

NOTICE TO THE APPLICANT

We thank you for your interest in joining the Waukesha Police Department. It is extremely important that you follow all instructions on the application form and as outlined in this notice. **ANY PORTION OF THE APPLICATION THAT IS NOT PROPERLY AND COMPLETELY FILLED OUT, OR MISSING ANY OF THE BELOW REQUIRED DOCUMENTS, WILL RENDER THE ENTIRE APPLICATION VOID. YOU WILL NOT BE CONTACTED FOR CORRECTIONS. APPLICATIONS RETURNED AFTER THE DEADLINE DATE WILL NOT BE CONSIDERED FOR THIS CURRENT PROCESS. YOUR APPLICATION WILL BE HELD UNTIL THE NEXT PROCESS.**

➔ **IMPORTANT:** The online application must be completed by January 21, 2018 MIDNIGHT to be eligible for the current recruit process.

1. "APPLY" for the Police Officer opening.
2. Attach a current resume (**completing the application is not considered a "resume"**)
3. Attach your "answers" to Questions 9, 10 and 11.

PROCEDURE:

Completed applications and required documents will be screened for accuracy and completeness. **Successful applicants will be notified VIA EMAIL** and must submit to a physical agility test and a written examination. The time and location for the physical and written testing will be detailed in the confirmation email.

Successful applicants will be notified of a time and date for interviews conducted by the Waukesha Police Department and the Waukesha Police and Fire Commission. Successful applicants will then be included in an eligibility pool. **THANK YOU for your patience while we are contacting applicants during this entire recruit process.**

Applicants must agree to, and be able to pass, a complete physical and medical examination, including a drug screen, and a psychological assessment prior to the time of hiring. If hired, you must successfully complete a one-year probationary period to become a regular employee of the Waukesha Police Department.

REMINDER:

COMPLETED APPLICATIONS MUST BE COMPLETED AND "SUBMITTED" BY MIDNIGHT ON JANUARY 21, 2018.

Revised 11/07/2017





2018 Recruitment Process Timeline



ASAP – January 21, 2018	Applications available on HR website, WILENET, TechConnect, Facebook, MilwaukeeJobs.com
January 21, 2018, Midnight	Deadline to Submit Applications (NEO GOV)
February 10, 2018	Written Exam & Physical Agility
February 11, 2018	Internal Interviews w/Applicants Who Live More Than 100 Miles Away (if necessary/limited spots available)
March 7-9, 2018	Internal Interviews w/Applicants Living Within 100 Miles and are Certifiable
March 28 – 30, 2018	Internal Interviews w/Applicants Living Within 100 and are not certifiable as of this date
April 23, 2018	PFC Interviews and List Certification of Certifiable Candidates
April 30 – May 2, 2018	Chief's Interviews and Contingent Offers to Certifiable Candidates
May 21, 2018	PFC Approval to Hire Certifiable Candidates
May 21, 2018	PFC Interviews and List Certification of Candidates that need Certification
May 22, 2018	Start Date for Certifiable Candidates
May 22-24, 2018	Chief's Interviews and Contingent Offers to Candidates that need Certification
June 25, 2018	PFC Approval to Hire Candidates that need Certification
August 1, 2018	Start Recruit School for Candidates that need Certification (August 1 – December 7, 2018)
December 10, 2018	Start Date for Candidates that Attended Recruit School

REQUIRED PERFORMANCE STANDARDS

All exercises are pass/fail. A candidate who cannot perform the required standard for **each** exercise will be excused from further participation in this hiring process.

YOU WILL BE REQUIRED TO PERFORM THESE EXERCISES WITHIN THE FOLLOWING STANDARDS:

EXERCISE	CERTIFIED/CERTIFIABLE		NON-CERTIFIED	
	STANDARD	TIME LIMIT	STANDARD	TIME LIMIT
Vertical Jump	N/A	N/A	14 inches	N/A
Agility Run	N/A	N/A	19.5 seconds	19.5 seconds
300 meter dash	71 seconds	71 seconds	68 seconds	68 seconds
Sit-ups	29 sit-ups	60 seconds	30 sit-ups	60 seconds
Push-ups	20 push-ups	N/A	23 push-ups	N/A
1.5 Mile Run	16 min 28 sec	16 min 28 sec	16 min 57 sec	16 min 57 sec

VERTICAL JUMP

1. Applicant stands under the apparatus and reaches up as high as possible to mark his/her standing reach.
2. Applicant steps back with either foot, steps forward then jumps as high as possible and strikes the tabs OR the participant may jump with both feet and not take a step.
3. Score is the inches jumped to the nearest ½ inch.
4. The best of three (3) trials is the score OR it may be a pass/fail.

300 METER DASH

1. Applicants will be required to run a distance of 300 meters within the time limit noted above.
2. Times will be strictly monitored. Run will be conducted on an indoor track.

SIT-UPS

1. Applicant starts by lying on their back, knees bent, and heels flat on the floor. Finger tips stay behind the ears.
2. An assistant holds applicant's feet to the floor.
3. The applicant then performs as many correct sit-ups as possible in one minute.
4. In the up position, the applicant must touch or extend past the knees with the elbows, then return the shoulders to the ground before starting the next sit up. The applicant may rest momentarily in the 'up' position.
5. The applicant cannot raise the buttocks from the ground and when returning to the down position the shoulder blades must touch the ground.
6. An applicant's score is the total number of correct sit-ups completed in 1 minute.

1.5 MILE RUN

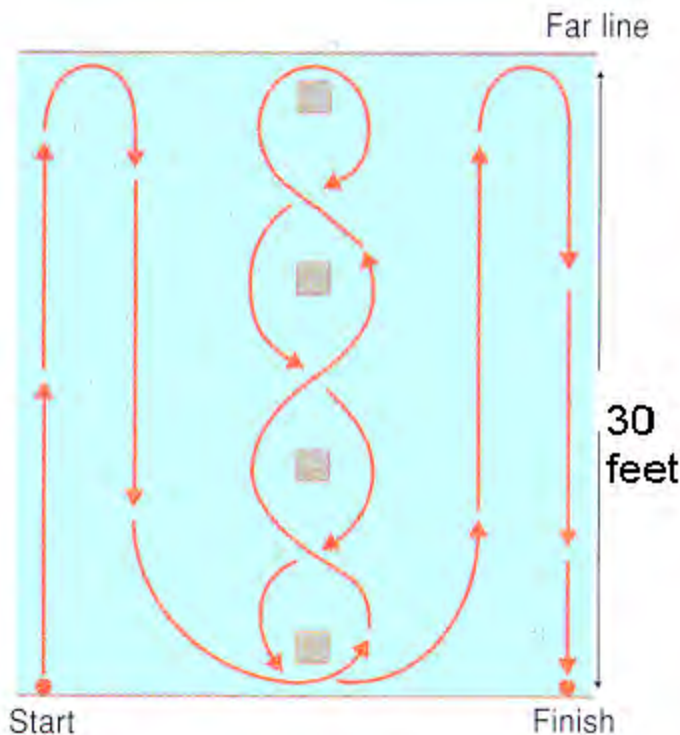
1. Applicants will be required to run/walk a distance of 1.5 miles within the time limit noted above.
2. Times will be strictly monitored.

PUSH-UPS

1. Applicant starts in the “Up” position by placing hands on the ground, slightly wider than shoulder width apart, fingers facing forward. The back, buttocks, and legs must be in a generally straight line from the head to the heels. The feet may be together or up to twelve inches apart.
2. When instructor says, “GO,” applicant lowers their body by bending elbows until the tops of the upper arms, shoulders, and upper back are aligned and parallel to the ground.
3. Applicant will return to the starting position by soft-locking their elbows. This constitutes 1 repetition.
4. Applicant may rest momentarily in the “Up” position but every effort should be made to move continuously throughout the test period.
5. Applicant must keep body straight from their heels to their shoulders and soft-locking elbows or they will receive a warning. For any subsequent violation, the repetition will not count.
6. The test will be considered over when the applicant returns to a standing position or if one or both knees make contact with the ground.
7. There is no time limit. Your score is the correct number of push-ups.

AGILITY RUN

1. Applicant lies on the ground with fingertips behind the start line.
2. At the “GO” start, applicant gets up, sprints to the forward line (30 ft. away), places one foot over the line, and sprints back to the starting line.
3. Applicant makes a left turn around the first cone then zig zags in a figure eight fashion around the four cones and back to the start line.
4. After reaching the start line, applicant sprints to the forward line and back to the start line as described in (2).
5. The clock stops when any part of the body crosses the finish line. If applicant knocks over a cone, misses a turn, or fails to touch the line when turning, the instructor will stop applicant and have him/her restart.
6. Time recorded will be in seconds and tenths.
7. Applicant will get 2 attempts at this event with the lowest time recorded.



WAIVER FOR PHYSICAL SURVEY TESTING



APPLICANT'S NAME (print): _____

DO NOT RETURN THIS FORM WITH YOUR APPLICATION!!
THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH SIGNATURE AND MUST BE
PRESENTED AT THE TIME OF CHECK-IN FOR THE PHYSICAL SURVEY ASSESSMENT ONLY IF
YOU ARE INVITED TO PARTICIPATE ON THAT DAY. YOU WILL NOT BE ABLE TO PARTICIPATE
IN THE PHYSICAL SURVEY WITHOUT THE COMPLETED FORM.

Physical survey testing is administered by members of the Waukesha Police Department and consists of six (6) separate parts designed to assess the applicant's physical condition. It also provides the applicant an opportunity to demonstrate the minimal agility, strength, coordination, and endurance as it relates to the trainability for job performance in the police service.

The physical survey exercises may prove to be strenuous for some applicants and it is not advisable for everyone to participate if they have had recent surgery or have any other restrictive physical condition(s). (See the Required Performance Standards flyer for exercise descriptions.)

The decision to participate in these exercises rests solely with the applicant and he/she assumes full responsibility for any injury or harmful effects that may result from participation. **Applicants not presenting this form, in a fully completed manner, will not be permitted to participate in this physical survey and will be removed from further consideration for this applicant process.**

WAIVER OF LIABILITY

I have read the above statements and understand them. I acknowledge there are risks associated with engaging in the Physical Survey Testing Exercises, including the risk of harm to myself. I acknowledge those risks could increase depending on any adverse health condition I may have. I hereby freely assume the risks of injury and any harm, injury or loss that may occur to me, my property, or the property of others as a result of my participation in the Physical Survey Testing Exercises.

In consideration of the Waukesha Police Department permitting me to engage in the application and testing process, I hereby release and hold harmless the City of Waukesha, the Waukesha Police Department, its employees, officers, agents, successors and assigns, from any injury, death, loss or harm that occurs to me or to any other person or property during, or in any way related to, my participation in the testing exercises. This release does not extend to claims for gross negligence, intentional or reckless misconduct, or any other liabilities that Wisconsin law does not permit to be excluded by agreement.

Applicant's Signature

DATE: ____/____/____

DEPARTMENT USE ONLY

FORM REVIEWED BY: _____ DATE: ____/____/____ ACCEPTED / REFUSED

IDENTITY VERIFIED BY: _____ Photo I.D. Card _____ Photo Driver's License _____

Failed to Present Proper Photo Identification: _____

REMARKS: _____

WKPd Revised 1/16/2017